



Town of Warren, Rhode Island

Minutes of the Economic Development Board

The Town of Warren, RI Economic Development Board met at a Regular Meeting on April 18, 2011 at 6:00 p.m. at Town Hall, located at 514 Main Street. Board Members present included Sara Volino, Paula Silva, Karen Dionne, Spencer Morris, Brandt Heckert, Darcy DaCosta, and Joel Carey. Board members Kate Dickson and Priscilla Galligan were absent; ex officio member Caroline Wells was absent. Kristin MacDonald was present at the meeting to serve as Secretary to the EDB.

The meeting was called to order at 6:00 p.m.

1. Review and Approval of Minutes from the Regular Meeting on March 21, 2011

The minutes from the regular meeting held on March 21, 2011 were reviewed by the members via email. Ms. Dionne made a motion to accept the minutes, the motion was seconded by Ms. DaCosta, and all members were in favor.

2. Presentation of completed 2011-2012 Work Plan (Karen Dionne)

Ms. Dionne presented the Board with the completed version of the 2011-2012 Work Plan. The Board reviewed the finished document and made a few additions. Ms. DaCosta stated that she was interested working on Objective 1, "Downtown Business District Improvement", Action 4 "Develop Standards for Business Areas". A motion was made by Ms. Silva to accept the Work Plan as written, the motion was seconded by Mr. Heckert, and all members were in favor. Ms. Dionne stated that she would email the Town Clerk to have the 2011-2012 Work Plan placed on the next Town Council agenda for review.

3. Discussion on link on town website regarding zoning, sign ordinances, etc. for prospective business owners (Joel Cary)

The Board briefly discussed the town website and discussed ways that it could be expanded to make it easier to navigate, such as creating links to specific ordinances within the "Starting a Business in Warren" brochure. Ms. Silva stated that the brochure program should be added to the Work Plan. The Board agreed that anything that concrete that comes out of the EDB should be on the Work Plan. A motion was by Mr. Cary to add the Brochure program to the Work Plan and to have the brochures available on the town website, the motion was seconded by Ms. Dionne, and all members were in favor.

4. Discussion and Action on use of remaining funds from fiscal 2010 budget for additional banners (Paula Silva)

The Board discussed the \$450 in remaining funds in the EDB budget from the last fiscal year; the funds need to be applied to a project by June. Ms. Dionne made a motion to continue the banner project by using the remaining funds to purchase two new banners and hardware, Ms. Silva seconded the motion, and all members were in favor.

5. Discussion and Action on resubmission of 2009 study documenting sign clutter to Town Council (Karen Dionne, Brandt Heckert)

Mr. Heckert discussed the 2009 presentation to Town Council on sign clutter and the need to resubmit the study. Ms. DaCosta suggested doing researching who is responsible for specific signs in order to streamline the recommendation process to Town Council. Mr. Heckert, Ms. Dionne, and Ms. DaCosta formed a work group to study this issue before making a second recommendation to Town Council.

6. Discussion and Action on resubmission of 2009 parking demarcation letter to Town Council (Brandt Heckert)

Mr. Heckert discussed resubmitting the parking demarcation letter from 2009 to Town Council for the May meeting. Ms. DaCosta made a motion to resubmit the letter, Ms. Silva seconded the motion, and all members were in favor.

7. Discussion regarding Town council concerns about EDB portion of Comprehensive Plan

Ms. Volino and Mr. Heckert gave the Board an update on the meeting with the Planning Board to review the EDB section of the Comprehensive Plan. They reported that in the four hour meeting only two pages of the section were reviewed; there will be another meeting in the future.

8. Update on parking signage (Brandt Heckert)

Currently there is funding for 50 parking signs with time limits of either 15 minutes or 3 hours depending on the location. The Department of Public Works is ready to order the posts and mounting hardware. Signs will be erected on Railroad Avenue, for the Post Office, the Town Hall, and the Library. Ms. Volino stated that she will contact Mr. Paduch, the Town Manager, regarding the status of the parking spaces in the Bank of America lot. Ms. DaCosta suggested that the number of parking signs be reduced and replaced with some directional signage. Mr. Heckert and Ms. Dionne agreed to engage in further conversation with Mr. Bolster regarding directional signage.

9. Update on research on zoning and sign ordinances (Kate Dickson)

Due to the absence of Ms. Dickson, the discussion of this item was postponed to a later date.

10. Update on Hope and Main

There is a Hope and Main “open house” event scheduled to take place at the Main Street School on Thursday, May 12th, 2011. Ms. Dionne said that she is designing a postcard and a folder for the event.

11. Update on Discover Warren

Due to the absence of Ms. Dickson, the discussion of this item was postponed to a later date.

A motion was made to adjourn, the motion was seconded, and all members were in favor.

The meeting was adjourned at 7:40 p.m.

Respectfully Submitted,

Kristin M. MacDonald

*Minutes submitted by Kristin MacDonald
May 13, 2011*

